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20 January 1972

MEMORANDUM FOR: Deputy Director for Support

**SUBJECT : Office of Training Report for
the week of 10 January**

1. Courses

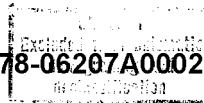
25X1A The Senior Seminar will begin on 12 March and end on 12 May. Nomina-
tions for this running have to be submitted to the Training Selection Board
by 10 February. Arrangements have been made to spend the first week of
the Senior Seminar [REDACTED] We are now busy remodelling both the
schedule and the content of the course based on student evaluations and staff
experience.

25X1A The Office of Communication's Students' and Wives' Overseas Orienta-
tion (SWOOP) will be run for the first time in a year, starting on 28 February
[REDACTED]

25X1A We again received a call on 12 January from [REDACTED]

25X1A [REDACTED] course
and our on-hand stock of course materials. We assured him we are well

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supplied for the three runnings in the spring. He told us he would send us copies of the changes [REDACTED] has made in various models used by other customers.

25X1A

25X1A [REDACTED] from the Retirement Division, Office of Personnel,
25X1A visited [REDACTED] on 7 January to review the agenda for the retirement
25X1A seminar to be held at [REDACTED] 9-10 February. Between 30 and 35 people
are expected to attend the first session on the 9th. The session on
10 February is for the 'locals'. We have yet to determine the number of
people who will attend this session.

25X1A [REDACTED] of the Operations School talked with BNDD officers on
the construction of a course in intelligence collection with specific reference
to narcotics smuggling. As the BNDD officers were not too clear in what
they wanted, we decided to hold another meeting in April when BNDD will
have more specific information.

2. Notes

In connection with our plan to have a group of cleared instructors under contract, the Language School interviewed two retired staff employees:

25X1A [REDACTED] formerly of OTR, to teach English and French
25X1A and [REDACTED] a former CS employee, to teach English and Bulgarian.
25X1A [REDACTED] also has a knowledge of French, Spanish, and some Greek.

The Office of National Estimates held its semi-annual consultants con-
25X1A ference [REDACTED] 11-14 January.

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25X1A [REDACTED] Director of OSA, plans to visit

25X1A [REDACTED] on 4 or 5 February 1972. He had originally planned to visit the Station on 21 January to witness his people test an automatically deployed survival kit. Some of the test equipment did not arrive hence the General postponed his visit.

Colonel White and Mr. Colby were the guests of the Brookings Institute Planning Luncheon on 12 January. [REDACTED] Director of the 25X1A Advanced Study Program was the host. [REDACTED] and Mr. 25X1A

25X1A [REDACTED] of OTR attended, and five staff members from Brookings also took part. The participants from Brookings and the Agency expressed general satisfaction with the Brookings program and the Agency's role.

25X1A At the request of [REDACTED] Deputy to the DCI for National Intelligence Programs, we have put him on our distribution list for the National War College lectures, ISS Newsletters, and other OTR publications.

3. Support Careerists Attending External Training: [REDACTED] 25X1A

25X1A OL, and [REDACTED] assigned to IAS at Harvard's Program for Management Development, 6-10 May; and [REDACTED] OS, at Harvard's Advanced Management Program, 6 February - 4 May. The five DDS officers who are attending the Seminar in Organizational Development and Team Building at the Federal Executive Institute are: [REDACTED] 25X1A

25X1A [REDACTED]

4. Briefings

Four briefings on the Agency and one on Production of National Intelligence Estimates were given during this reporting period.

5. Guest Speakers

Attached is the list of high-level guests who will participate in OTR's programs to be conducted during the week of 24 January.



HUGH T. CUNNINGHAM
Director of Training

25X1A